<table>
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<th><strong>2023/24 Finance ‘Road Map’ for Heads of Schools</strong></th>
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<td><strong>September/October</strong></td>
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| **Financial Responsibilities, VFM, and Financial Literacy** (lead contact Sian Thomas) | Heads of School will receive:  
- An annual reminder of their financial responsibilities and engagement ‘roadmap’ for the year ahead.  
All staff will receive:  
- A reminder of their financial responsibilities and relevant updates.  
Purchasing cardholders will be asked to re-declare their commitment to upholding cardholder compliance and conditions of usage. | Heads of School invited to first online awareness raising workshop to cover regulatory compliance/risk around  
1. Anti facilitation of tax evasion/CFA  
2. Anti money laundering  
3. Modern Slavery  
4. Fraud  
5. International sanctions | All finance system users will receive notification of re-launched Purchasing Goods and Services, Finance Essentials and Authorising Expenditure e-learning, and will be encouraged to refresh their understanding by re-doing the courses. | Heads of School will receive session on value for money compliance at ULT, plus supporting updates. |
| **Heads of School** will receive | Heads of School invited to second online awareness raising workshop to cover compliance/risk around  
1. Insurance  
2. IR35  
3. Global mobility  
4. VAT  
5. Commercial risk when purchasing up to £25k | Heads of School will receive compliance reports covering the period from October 2023 to April 2024. This will include purchasing cards, expenses and new user training. | Heads of School will receive compliance reports covering the period from January to September 2023. This will include purchasing cards, expenses and new user training. | Heads of School will receive outcomes of the literacy and responsibilities self-assessment. Heads of School receive Pre-Year-End communication and text to send to staff with a reminder of their year-end responsibilities. |

**Finance can offer bespoke workshops to Directors of Professional Services and their staff on request.**

| **Compliance** (Ian McKee and Leah Pillay) | Heads of School will receive compliance reports covering the period from January to September 2023. This will include purchasing cards, expenses and new user training. | | | Heads of School will receive compliance reports covering the period from October 2023 to April 2024. This will include purchasing cards, expenses and new user training. |

**Finance will contact finance system users to resolve any issues of non-compliance and identify training needs. Directors of Professional Services to act on issues where identified by Finance.**

| **Delegations Review** (Kevin Pierson) | Light touch delegations review within authorisation group set up – will be ongoing (quarterly).  
Heads of School will be asked to complete a review of purchasing cardholders in their areas (regularly, ongoing). | | | Delegations review (L1 and L2 only) for research spend commences. |

**Delegations review** (L1 and L2 only) for research spend commences.  
Heads of School will receive session on value for money compliance at ULT, plus supporting updates.  
Heads of School will complete literacy and responsibilities self-assessment to inform future support (supported by Finance Business Partners).  
Heads of School receive outcomes of the literacy and responsibilities self-assessment.

| **ABP (ex BSMS)** (Kay Jones overall, Kevin Pierson for Finance) | SEPTEMBER: Prior year 2022/23 School reviews start with Provost, Planning and Finance Business Partners  
Finance Business Partners review instructions with Heads of School and stakeholders.  
Engagement on student numbers with Planning | Receive outputs from PAC APR  
Student numbers from Planning agreed  
Agree staff recruitment for 2024/25 based on outlook Q1 and latest student numbers | Establish baseline with input from Heads of School  
Ongoing review process  
Provost reviews by School | Process complete |

**SEPTEMBER: School Q1 forecast (Light touch material amendments only)**  
**OCTOBER: BSMS Q1 sign off and Schools** | Budget preparation | Budget preparation | JUNE: Approval of budget |

| **Forecasts** (Kevin Pierson) | Commence School Q2 forecast (including RAM refresh).  
Sign off on School Q2 forecast  
Commence Schools Q3 forecast | | | BSMS Q3 sign off.  
Q3 School sign off  
Final RAM allocation agreed |
### Academic Time Survey (ATS) (Jo Seddon/Simon Upstone)
- **SEPTEMBER:** ATS survey opens
- **OCTOBER:** ATS survey closes
- **ATS survey opens**
- **FEBRUARY:** ATS survey closes
- **APRIL:** – ATS survey opens
- **MAY:** ATS survey closes

### SDF (Chris Chaplin)
- **SDF components of Q2 forecast (ABP)**
- **Consideration of school SDF liabilities for ABP planning**

### PGR & RTSG (Management Accounting Services)
- **SEPTEMBER:** Heads of School approve of Oct-Dec Bursaries including UKRI inflation uplifts
- **Heads of School approve of RTSG funds**
- **Heads of School approve Jan-Mar bursary payments**
- **Heads of School approve Apr-Jun bursary payments**
- **Heads of School approve Jul-Sep bursary payments**
- **Heads of School approve 24/25 fee waivers**

### Incentive payments (Management Accounting Services)
- **SEPTEMBER:** Heads of School approval of incentives (for devolved a/c)